



How to Become a Requesting Agency

Fingerprinting Process for the Voluntary Background Check Program

Applicants for Employment or Current Employees of Home Health Agencies, Hospice, Private Home Care, Nursing Homes, and Long Term Acute Care Hospitals

Helpful hints in completing your 3M Cogent Agency or Business Enrollment



- The Georgia Bureau of Investigation has contracted with 3M Cogent to conduct live scan fingerprinting on a statewide basis.
- Providers who do not already have an OAC or GAP (Agency ID) number issued by 3M Cogent must first obtain a number **before** you can register applicants for fingerprinting.
- Fields highlighted in yellow are required.
- When the form requests the name of the Agency, you would enter the name of your business or company.
- If you already have a GAC/GAP number and have multiple service locations, you can use the same Agency ID for all entities.
- When you get to the screen where it requests your Agency Name, the Agency ID will self-populate on the first line. This is your Agency ID. Do not change or edit this field.
- On the 3M Cogent website at <https://www.ga.cogentid.com/index.htm>, click on Fingerprint Locations to see vendor, street address, city and telephone number of the live scan fingerprint vendor.
- On the 3M Cogent website at <https://www.ga.cogentid.com/index.htm> click on Fingerprint Locations to see vendor, street address, city and telephone number of the live scan fingerprint vendor.
- A Frequently Asked Questions (FAQ) regarding the fingerprint process can be found at <https://dch.georgia.gov/mandatory-criminal-records-check>
- and <https://dch.georgia.gov/criminal-records-check>

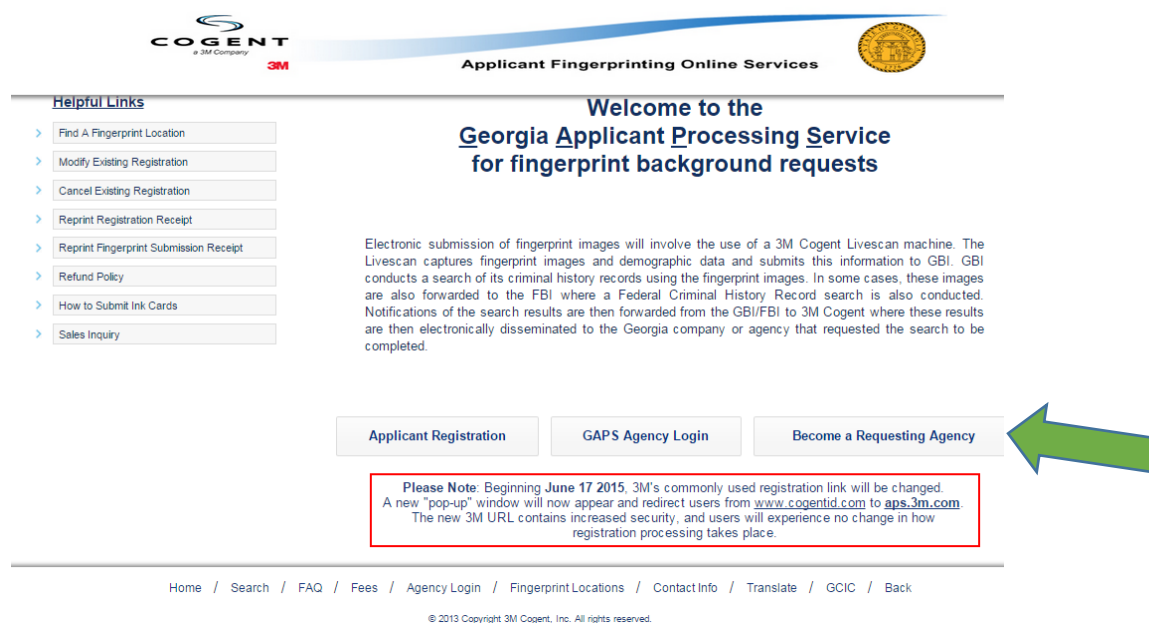
NOTE: The screenshots used in this module are based on one example information



Navigating to Become a Requesting Agency

Go to: www.ga.cogentid.com

Click on “Become a Requesting Agency”



The screenshot shows the homepage of the Georgia Applicant Processing Service. At the top, there is a header with the COGENT logo (a stylized 'C' with a swirl) and the text 'a 3M Company' and '3M'. To the right of the logo is the text 'Applicant Fingerprinting Online Services' and a gold seal. Below the header, there is a 'Helpful Links' section on the left with a list of links: Find A Fingerprint Location, Modify Existing Registration, Cancel Existing Registration, Reprint Registration Receipt, Reprint Fingerprint Submission Receipt, Refund Policy, How to Submit Ink Cards, and Sales Inquiry. In the center, there is a welcome message: 'Welcome to the Georgia Applicant Processing Service for fingerprint background requests'. Below this, there is a paragraph of text explaining the electronic submission process. At the bottom, there are three buttons: 'Applicant Registration', 'GAPS Agency Login', and 'Become a Requesting Agency'. A green arrow points to the 'Become a Requesting Agency' button. Below the buttons, there is a red-bordered box containing a 'Please Note' message about a change in the registration link starting June 17, 2015. At the very bottom, there is a footer with a navigation menu: Home / Search / FAQ / Fees / Agency Login / Fingerprint Locations / Contact Info / Translate / GCIC / Back, and a copyright notice: © 2013 Copyright 3M Cogent, Inc. All rights reserved.

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Applicant Fingerprinting Online Services

Helpful Links

- > Find A Fingerprint Location
- > Modify Existing Registration
- > Cancel Existing Registration
- > Reprint Registration Receipt
- > Reprint Fingerprint Submission Receipt
- > Refund Policy
- > How to Submit Ink Cards
- > Sales Inquiry

Welcome to the Georgia Applicant Processing Service for fingerprint background requests

Electronic submission of fingerprint images will involve the use of a 3M Cogent Livescan machine. The Livescan captures fingerprint images and demographic data and submits this information to GBI. GBI conducts a search of its criminal history records using the fingerprint images. In some cases, these images are also forwarded to the FBI where a Federal Criminal History Record search is also conducted. Notifications of the search results are then forwarded from the GBI/FBI to 3M Cogent where these results are then electronically disseminated to the Georgia company or agency that requested the search to be completed.

Applicant Registration **GAPS Agency Login** **Become a Requesting Agency**

Please Note: Beginning **June 17 2015**, 3M's commonly used registration link will be changed. A new "pop-up" window will now appear and redirect users from www.cogentid.com to aps.3m.com. The new 3M URL contains increased security, and users will experience no change in how registration processing takes place.

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If you are not contracted through a government agency. Click “No.”

Question

Are you contracted through a government agency?

Yes

No



If a governmental agency licenses your business. Click “Yes.”

Question

Does a government agency license your business?



Yes

No



Read and the Privacy Act Terms and Conditions or select “Accept or Cancel”.

GCIC Agency User Agreement

Georgia law authorizes the Georgia Crime Information Center (GCIC), a division of the Georgia Bureau of Investigation (GBI), to disseminate criminal history record information to private persons and businesses, public agencies and political subdivisions as provided in the Official Code of Georgia (O.C.G.A.) §§ 35-3-34 and 35-3-35.

Entities authorized to obtain a Georgia criminal history record check must have a GAPS (Georgia Applicant Processing Service) account number. The entity head for each authorized entity must also designate an agency contact. The entity head must sign this GCIC Agency User Agreement and will receive criminal history record information from GCIC on behalf of their entity. GCIC must be notified in writing whenever there is a change in the entity head. The new entity head or contact must sign a new Agency User Agreement. Agency User Agreements must be re-signed every three (3) years, even if the entity head or contact remains the same.

Requesting entities shall provide the fingerprints of individuals whose records are being requested in a manner prescribed by GCIC. Entities should inform each individual that his or her fingerprints will be used to perform a Georgia criminal history record check for the purpose of determining suitability for licensing, employment, or any other non-criminal justice purpose.

Entities using the Georgia criminal history record information to make a determination of the applicant's suitability for a job, license, or other benefit must provide the applicant the opportunity to complete or challenge the accuracy of the information in the record and advise the applicant of the procedures for changing, correcting, or updating a criminal history record. When the results of a criminal history record check cause an adverse employment or licensing decision, Georgia law requires that the applicant must be informed by the individual, business or agency making the adverse decision of all information pertinent to that decision. This disclosure must include information that a criminal history record check was conducted, the specific contents of the record, and the affect the record had upon the employment/licensing decision. O.C.G.A. §§ 35-3-34 - 35-3-35 classifies failure to provide all such information to the person subject to the adverse decision as a misdemeanor offense.

Use of Georgia criminal history records obtained under this User Agreement are solely for the purpose requested and cannot be disseminated outside the receiving entity. O.C.G.A. § 35-3-38 establishes criminal penalties for requesting, obtaining, communicating or attempting to communicate criminal history record information under false pretenses or in a negligent manner. All criminal history record information received from GCIC for background check purposes shall be stored in a secure location. Areas in which the information is processed and handled shall be restricted to authorized personnel in the performance of their duties. When such information is no longer needed, it shall be destroyed by burning, shredding or other method rendering the information unreadable.

Entities executing this User agreement must keep all records necessary to facilitate a security audit by the GCIC and cooperate in such audits as GCIC or other authorities may deem necessary. Examples of records that may be subject to audit are: criminal history records, notification that an individual has no criminal history, agency policies and procedures articulating the provisions for physical security, records of all disseminations of criminal history record information, and a current executed User Agreement with GCIC.

Employers or licensing authorities assume liability for fees incurred with all fingerprint submissions, including fingerprints submitted as undocumented duplicate submissions, fingerprints submitted in error, unannounced test records, etc. Entities submitting fingerprints to GCIC via the GAPS must register and make payment arrangements with 3M Cogent Systems, Inc. prior to beginning submissions.

GCIC will provide this service as long as a valid User Agreement exists.

☐ I have read and accepted these terms.

[Print](#) | [Download](#)

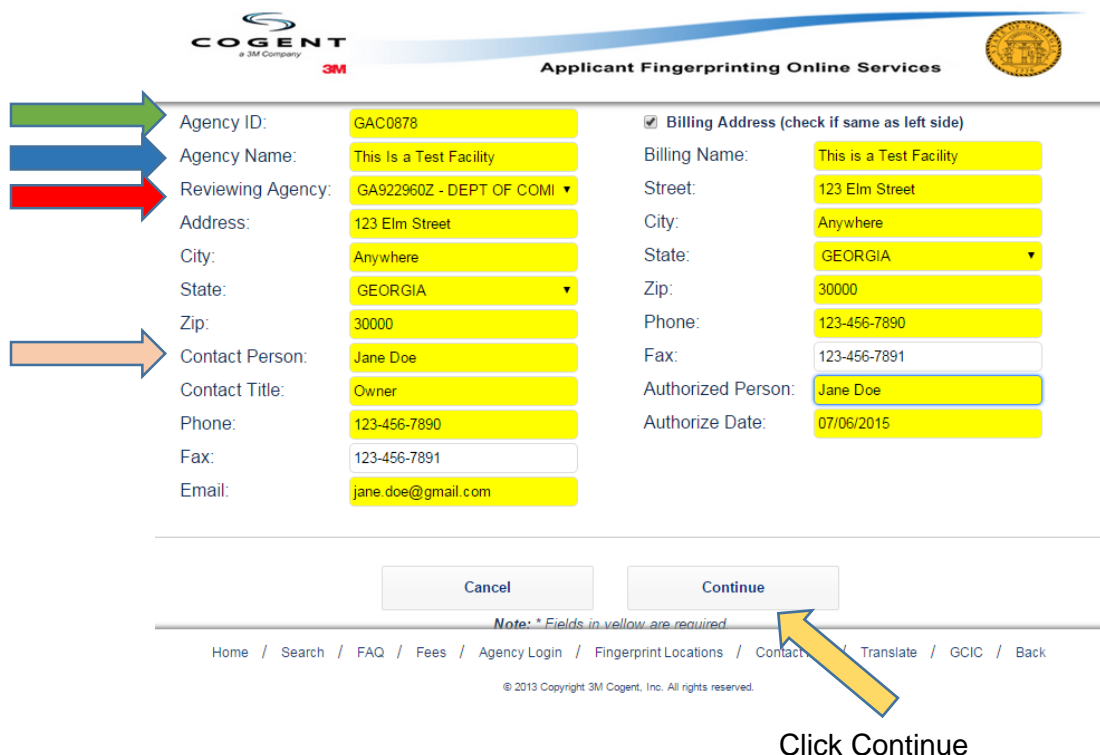
Cancel

Continue

FAQ



All fields in yellow must be completed. Only check the box under Billing Address if you want to setup an account with 3M Cogent for billing purposes.



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Applicant Fingerprinting Online Services

☒ Billing Address (check if same as left side)

Agency ID:	GAC0878	Billing Name:	This is a Test Facility
Agency Name:	This is a Test Facility	Street:	123 Elm Street
Reviewing Agency:	GA922960Z - DEPT OF COM	City:	Anywhere
Address:	123 Elm Street	State:	GEORGIA
City:	Anywhere	Zip:	30000
State:	GEORGIA	Phone:	123-456-7890
Zip:	30000	Fax:	123-456-7891
Contact Person:	Jane Doe	Authorized Person:	Jane Doe
Contact Title:	Owner	Authorize Date:	07/06/2015
Phone:	123-456-7890		
Fax:	123-456-7891		
Email:	jane.doe@gmail.com		

[Cancel](#) [Continue](#)

Note: * Fields in yellow are required

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Click Continue

→ This is your Agency ID (GAP/OAC) number or account number with 3M Cogent. Please make note of this number. You can use this same number for all service locations and for all future fingerprint registrations.

→ Enter your business or company name and address.

→ Select "Dept. of Community Health" from the drop down menu.

→ The Contact person is normally the business' authorized individual.

Only answer “Yes” to this question if you want to setup a billing account with 3M Cogent. If you plan to pay the fingerprint registration fee using a credit card, click “No.”



Applicant Fingerprinting Online Services



Question

Would you like to have an Agency Pay account with 3M Cogent?

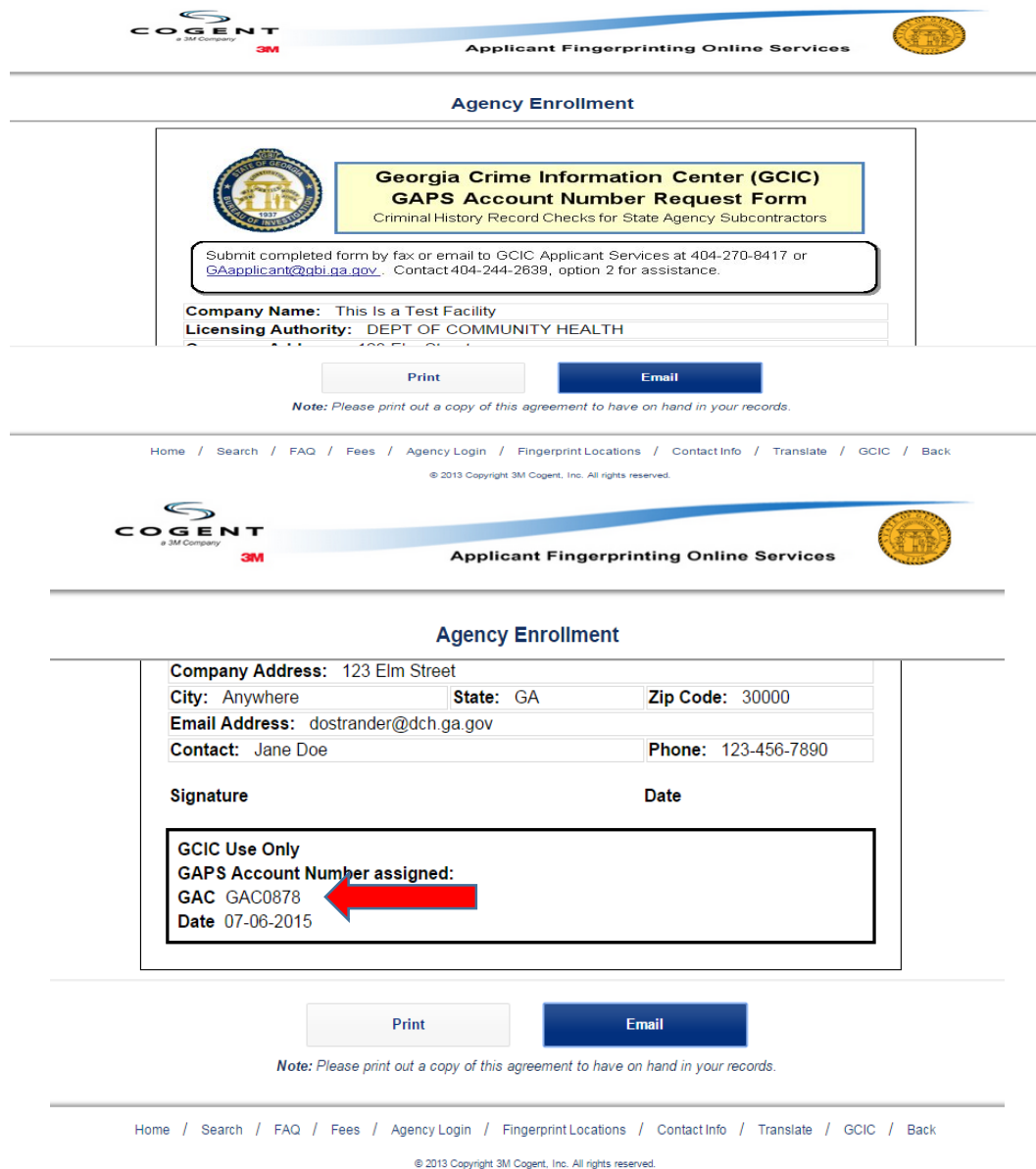
Yes

No

FAQ



The below screenshot is confirmation of your agency's (or business) enrollment with 3M Cogent. Note your Agency ID (GAC) number in the Agency Enrollment box below.



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Applicant Fingerprinting Online Services

Agency Enrollment

Georgia Crime Information Center (GCIC)
GAPS Account Number Request Form
Criminal History Record Checks for State Agency Subcontractors

Submit completed form by fax or email to GCIC Applicant Services at 404-270-8417 or GAapplicant@gbi.ga.gov. Contact 404-244-2639, option 2 for assistance.

Company Name: This Is a Test Facility
Licensing Authority: DEPT OF COMMUNITY HEALTH

Print **Email**

Note: Please print out a copy of this agreement to have on hand in your records.

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Applicant Fingerprinting Online Services

Agency Enrollment

Company Address: 123 Elm Street
City: Anywhere **State:** GA **Zip Code:** 30000
Email Address: dostrander@dch.ga.gov
Contact: Jane Doe **Phone:** 123-456-7890

Signature **Date**

GCIC Use Only
GAPS Account Number assigned:
GAC GAC0878
Date 07-06-2015

Print **Email**

Note: Please print out a copy of this agreement to have on hand in your records.

Home / Search / FAQ / Fees / Agency Login / Fingerprint Locations / Contact Info / Translate / GCIC / Back

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When all screens are completed, you will be asked to print and submit the completed form by fax or email to the Georgia Crime Information Center (GCIC) Applicant Services at 404-270-8417 or GAapplicant@gbi.ga.gov. You may contact GCIC by telephone at 404-244-2639, option 2, for assistance.